

Pre-Service Training Form

For New Caregivers and Volunteers Who Count in the Caregiver to Child Ratios

Pre-service training must be at least 2.5 hours and must be completed prior to assuming caregiving duties or no later than 10 working days after assuming caregiving duties, as long as the individual is not left unsupervised with the children. The 2.5 **Pre-service hours do not count as Annual Training**. If the individual has been associated with another licensed facility in the past year, write the name of the previous licensed facility for topics 1-5 and complete training on topics 6-9. Complete one column for each new individual.

Individual's name					
Date pre-service training was completed					
Time spent in pre-service training					
Date caregiving duties assumed					
1	Child Care Licensing Rule Sections 11-24				
2	Signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements.				
3	Preventing shaken baby syndrome, abusive head trauma, and coping with crying babies				
4	Preventing SIDS and use of safe sleeping practices				
5	Recognizing the signs of homelessness and available assistance				
6	Department approved provider's Health and Safety Plan				
7	Job description and duties				
8	Introduction and orientation to the assigned children				
9	Review of Health Assessments for assigned children				
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